



## Partners in Learning, Inc. (PIL) MANOS Program Coordinator Job Description

**Employment Type:** Administrative, Exempt

**Supervisor:** Executive Director

**Description:** The MANOS Program Coordinator serves as the primary point person for the Partners in Learning, Inc. MANOS Dual Language Early Childhood and Intergenerational Learning Program, MANOS Home-Based Program, and MANOS Summer Program. The MANOS Program Coordinator supervises teaching staff, directs programs and learning environments to ensure compliance with local, state, and federal regulations and Agency policies and procedures. The MANOS Program Coordinator also develops strong partnerships with parents, children, staff, and community partners.

**Pay Rate Range:** \$24.00 – 28.00 per hour

### **Essential Duties and Responsibilities**

- Coordinates all aspects of the Partners in Learning, Inc. (PIL) MANOS Early Learning initiative, including supervision of all program sites and ongoing program development, evaluation, and compliance (consistent with contract specifications and PIL policies and procedures)
  - oversees day-to-day operations of all MANOS programming (at all sites);
  - uses appropriate facilitation techniques to assess and respond to child, parent, family, staff, volunteer, and vendor needs, requests, or concerns;
  - recruits participants, conducts intakes, makes enrollment decisions based on established criteria, and organizes and facilitates orientation sessions for families; and
  - coordinates facilitation of classroom and home-based instruction
    - teaches in MANOS classrooms and provides home-based services, as needed;
    - ensures all learning environments consistently align with OCFS, SCSD, PIL, and other relevant standards; and
    - facilitates in-service and professional development training for staff, volunteers, and community partners, consistent with program needs
  - oversees ongoing execution of comprehensive outreach efforts to educate community and stakeholders on the MANOS Program (purpose, goals, and outcomes)
    - develops and maintains collaborative partnerships with MANOS program partners;
    - conducts outreaches, presentations and meetings with families, caregivers, vendors, donors, partners, etc.; and
    - contributes to online, print, and video messaging vis-à-vis social media posts, press releases, interviews, etc.

- completes routine and ad hoc reporting of program activities and outcomes; and
- oversees the planning and execution of all MANOS program events and fundraisers
- Directly supervises all MANOS teaching and support staff and volunteers, including training, coaching, periodic and annual performance evaluation, continuous improvement planning, and corrective action planning, consistent with contract specifications and PIL policies and procedures
  - maintains current personnel and volunteer records;
  - facilitates teamwork approach among staff, partners, and volunteers to ensure appropriate classroom decision-making and superior service delivery standards;
  - oversees the regular observation and interaction with each MANOS teaching team to ensure they are provided constructive feedback to benefit the physical and social / emotional aspects of learning environments; and
  - facilitates the development and execution of staff professional development goals and strategies
- Collaborates with Executive Director to ensure the ongoing and seamless facilitation of MANOS programming, consistent with contract specifications and PIL policies and procedures
  - substantially contributes to changes to the MANOS Family Handbook, MANOS program procedures and all PIL policies and procedures;
  - provides routine and ad hoc budgetary input and feedback on MANOS program specifications and needs;
  - facilitates effective and efficient financial oversight of MANOS facilities and program needs, consistent with program budget and PIL fiscal policies and procedures;
  - represents MANOS at internal meetings (awareness, collaboration, strategic planning); and
  - represents MANOS at external meetings (outreach, awareness, collaboration, compliance)
- Completes any other task or project as requested by Supervisor or Executive Director

**Education, Experience, and Other Requirements**

- PIL may consider an equivalent combination of education, experience, and training, as well as foreign credentials
  - Master's degree in Early Childhood Education or a related field;
  - 2-3 years of supervisory experience working with culturally and linguistically diverse children and families;
  - Bilingual preferred (Spanish/English)

**OR**

- Bachelor's degree in Early Childhood Education or a related field;
- 5+ years of supervisory experience working with culturally and linguistically diverse children and families;
- Bilingual preferred (Spanish/English)

**Skills, Knowledge, and Abilities Needed to Perform Effectively in the Position**

- Must have valid NYS Driver's License and current insurance (access to a reliable vehicle)
- Must complete all OCFS required trainings in a timely manner and attend other trainings for skill enhancement and maintenance
- Working knowledge of local, state, and federal education and family resources
- Ability to supervise staff and volunteers (planning and directing the work of others)
- Must have experience using technology to complete tasks, e.g., word processing, spreadsheet, and internet
- Ability to work independently and meet deadlines; excellent time management skills
- Ability to respond in a timely manner to inquiries by funders, staff, partners, and vendors
- Ability to maintain a flexible work schedule to meet program needs (occasional evening / weekend work)
- Ability to establish and maintain cooperative, courteous, respectful, empowering, and non-judgmental working relationships with a diverse group of customers, staff, and partners
- Ability to display professionalism, understanding, good judgment and confidentiality

**Physical Abilities Needed to Perform the Job in a Satisfactory Manner**

- Must be mobile to travel throughout the community
- May require sitting for extended periods of time and frequent use of electronic / computer equipment
- Must be able to communicate verbally and in writing
- Must have acceptable physical and mental health to fulfill the responsibilities of the position (including the ability to carry materials weighing up to 25 pounds)

**Expectations of Incumbents in the Position:**

- Always support PIL's mission of supporting adults, children, and families of diverse cultures and languages in their efforts to learn, earn, and live well
- Adhere to all PIL Policies and Procedures
- Meet or exceed expected performance standards, including consistently reporting for work on time and being prepared to perform the duties of the position

*All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*

*This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Last Updated: 01/01/2025  
Implementation Date: 01/01/2025